

HOUSEHOLD FINANCE AND CONSUMPTION NETWORK

List of tasks for the conduct of a Household Finance and Consumption Survey

This document provides a list of the tasks required by household surveys, especially at a mature stage. Tasks have been grouped in five survey stages: development, implementation, processing of the data, dissemination and coordination/evaluation. Some of these tasks involve higher costs in the first wave of any new survey (fixed-cost component). For several of them, a substantial learning process can be expected especially at the beginning, such that substantial resource requirements over the first wave(s) will gradually relax, freeing up resources to increase the intensity with which some of the tasks are performed in subsequent waves. An assessment of the extent to which resource requirements differ over time is provided in the first bullet point below each task. The second bullet point reflects whether the intensity with which the tasks need to be performed is relatively standardized, or can vary across countries (e.g. due to different starting points). It is important to note that some of the tasks can be developed in parallel or sequentially depending on the available resources, thus implying that the time span for their completion may significantly vary.

Development

1. Institutional coordination within a country among NCB, NSI, other statistical agencies and other research centres.
 - ✓ *Intensity across first and subsequent waves:* Continuing requirement.
 - ✓ *Scope for cross-country variations in intensity:* Level of effort depends on country situation.
2. Translation and further specification and adaptation of the core questionnaire to account for national institutional differences and special national concerns, and other questionnaire revisions
 - ✓ *Intensity across first and subsequent waves:* Relatively intensive in first wave,

maintenance and design and implementation of topic modules there after.

✓ *Scope for cross-country variations in intensity:* Independent of country situation.

3. Design of sample

✓ *Intensity across first and subsequent waves:* Protocol developed in first wave, but design in subsequent waves still requires high level of engagement with sample frame data; improvements introduced in succeeding waves based on past experience.

✓ *Scope for cross-country variations in intensity:* Level of effort depends on choice of design, particularly over-sampling and panel sampling.

4. Design and execution of tender procedure for field-work company

✓ *Intensity across first and subsequent waves:* Writing of tender relatively intense in first wave, refinements thereafter; execution requirements continuing requirement.

✓ *Scope for cross-country variations in intensity:* May vary across countries depending on the complexity of the planned survey effort.

5. Specification of CAPI programme, including questionnaire text and logic, automated edits and data entry mechanisms

✓ *Intensity across first and subsequent waves:* Relatively intensive in first wave, refinements and programming for topic modules subsequently.

✓ *Scope for cross-country variations in intensity:* Level of effort largely independent of country but possibilities for joint development of CAPI programme to be further investigated.

6. Design/approval of protocols for data security and transmission of data to NCB/NSI during field work

✓ *Intensity across first and subsequent waves:* Specification relatively intensive in first wave, continuing maintenance requirement; re-specification if and when legal framework shifts.

✓ *Scope for cross-country variations in intensity:* Level of effort somewhat dependent on country-level confidentiality legislation and regulation.

7. Enumeration of data to be delivered by the field-work company (main data, screener, call records, and other meta/para-data) and specification of the structure of those data.

✓ *Intensity across first and subsequent waves:* Relatively intensive in first wave, refinements and topical modules subsequently

✓ *Scope for cross-country variations in intensity:* Level of effort largely independent of country

8. Design of materials for respondents, including websites

- ✓ *Intensity across first and subsequent waves:* Relatively intensive requirement in first wave. But subsequent waves require thorough review to address changed circumstances.
 - ✓ *Scope for cross-country variations in intensity:* Level of effort may vary depending on country-level circumstances.
9. Construction of reference materials for interviewers
- ✓ *Intensity across first and subsequent waves:* Relatively intensive requirement in first wave, refinement and moderate level of maintenance in subsequent waves.
 - ✓ *Scope for cross-country variations in intensity:* Level of effort may vary depending on country-level circumstances.

Implementation

10. Selection of sample
- ✓ *Intensity across first and subsequent waves:* Continuing requirement.
 - ✓ *Scope for cross-country variations in intensity:* Varies across countries as a function of sample size, but some fixed costs.
11. Interviewer training and evaluation
- ✓ *Intensity across first and subsequent waves:* Continuing requirement.
 - ✓ *Scope for cross-country variations in intensity:* May vary somewhat across countries.
12. Data collection
- ✓ *Intensity across first and subsequent waves:* Continuing requirement.
 - ✓ *Scope for cross-country variations in intensity:* May vary across countries depending on sample design and degree of commitment to contacting sample members and commitment to/legal scope for persuading reluctant sample members.
13. Monitoring of application of effort to the sample
- ✓ *Intensity across first and subsequent waves:* Continuing requirement; some efficiency gains after first wave from development of initial protocol.
 - ✓ *Scope for cross-country variations in intensity:* May vary across countries, depending on survey contact protocols and commitment to enforcing them.
14. Monitoring of data quality and transmission of corrective instructions to interviewers and/or field-work company
- ✓ *Intensity across first and subsequent waves:* Continuing requirement; some efficiencies after first wave from development of initial protocol
 - ✓ *Scope for cross-country variations in intensity:* Highly desirable, but may vary across

countries, depending on available resources

15. Support of field operations, including problem resolution with respondents
 - ✓ *Intensity across first and subsequent waves:* Continuing requirement; some efficiencies after first wave from development of initial protocol
 - ✓ *Scope for cross-country variations in intensity:* May vary across countries, depending on reactions of local survey sample and level of resources available

Processing

16. Design and implementation of software to perform logical edits and to prepare data for detailed editing and for imputation

- ✓ *Intensity across first and subsequent waves:* Relatively intensive in first wave, maintenance and refinement thereafter
- ✓ *Scope for cross-country variations in intensity:* Highly desirable, but level of effort may vary, depending on available resources

17. Detailed editing

- ✓ *Intensity across first and subsequent waves:* Continuing requirement; some efficiencies after first wave from development of initial protocol
- ✓ *Scope for cross-country variations in intensity:* At least a basic level is necessary in all countries, but level of effort may vary, depending on available resources

18. Design, testing, implementation and evaluation of imputations

- ✓ *Intensity across first and subsequent waves:* Continuing requirement, but substantial benefits from development of initial protocol
- ✓ *Scope for cross-country variations in intensity:* Largely common level of effort if each country acts independently, but some possibility of joint action for some countries

19. Analysis to support weighting adjustments, including non-response adjustments, post-stratification, structural adjustments to account for changes in the population structure (e.g., vacant/converted units, new units, panel dynamics) and other weighting adjustments intended to increase efficiency or reduce bias

- ✓ *Intensity across first and subsequent waves:* Continuing requirement; some efficiencies after first wave from development of initial protocol
- ✓ *Scope for cross-country variations in intensity:* At least a basic level is necessary in all countries, but level of effort may vary, depending on available resources

20. Design and creation of information necessary for design-based variance estimation (specification of appropriate sample design strata, replicate weights, etc.)

- ✓ *Intensity across first and subsequent waves:* Continuing requirement, but substantial benefits from development of initial protocol
- ✓ *Scope for cross-country variations in intensity:* Largely common level of effort if each country acts independently, but some scope for joint action in protocol design if sample designs sufficiently similar

21. Preliminary descriptive analysis of the data, evaluation of results against available external data, detection and evaluation of outliers, and consequent re-editing and re-weighting as necessary

- ✓ *Intensity across first and subsequent waves:* Continuing requirement; some efficiencies after first wave from development of initial protocol
- ✓ *Scope for cross-country variations in intensity:* Largely common level of effort

Dissemination

22. Review of data to devise strategy to identify data elements or clusters of elements that pose a risk of identification of any respondent and implementation of changes necessary for safe release of data outside the secure zone

- ✓ *Intensity across first and subsequent waves:* Continuing requirement; some efficiencies after first wave from development of initial protocol
- ✓ *Scope for cross-country variations in intensity:* High level of effort for all countries, but possibly higher in smallest countries, owing to the increased potential for identification in smaller populations

23. Creation of documentation for the use of the data

- ✓ *Intensity across first and subsequent waves:* Continuing requirement, but substantial benefits from development of initial protocol
- ✓ *Scope for cross-country variations in intensity:* Largely common level of effort, but some scope for common design of protocols

24. Publication of data and documentation, including websites, archives, contract data administration, and physical distribution

- ✓ *Intensity across first and subsequent waves:* Continuing requirement, but substantial benefits from development of initial protocol
- ✓ *Scope for cross-country variations in intensity:* Level of effort depends on degree to which countries choose to distribute their data

25. Creation and transmission of output variables to the ECB

- ✓ *Intensity across first and subsequent waves:* Continuing requirement, but substantial

benefits from development of initial protocol

- ✓ *Scope for cross-country variations in intensity:* Largely common level of effort

26. User support

- ✓ Intensity across first and subsequent waves: Continuing requirement
- ✓ *Scope for cross-country variations in intensity:* Level of effort depends on choice or requirements of individual countries

Coordination and evaluation

27. Participation in the network

- ✓ *Intensity across first and subsequent waves:* Relatively intensive in first waves, lower level evaluation and planning subsequently
- ✓ *Scope for cross-country variations in intensity:* Common level of effort across countries

28. Comprehensive evaluation of survey wave and procedures, documentation of results and consequent desirable changes for the future

- ✓ Intensity across first and subsequent waves: Continuing requirement
- ✓ *Scope for cross-country variations in intensity:* Highly desirable, but level of effort may vary, depending on available resources